

Use ChatGPT as your home base.

Keep your priorities, commitments, and
follow-ups in one place.

NOTICE

what needs your attention

ROUTE

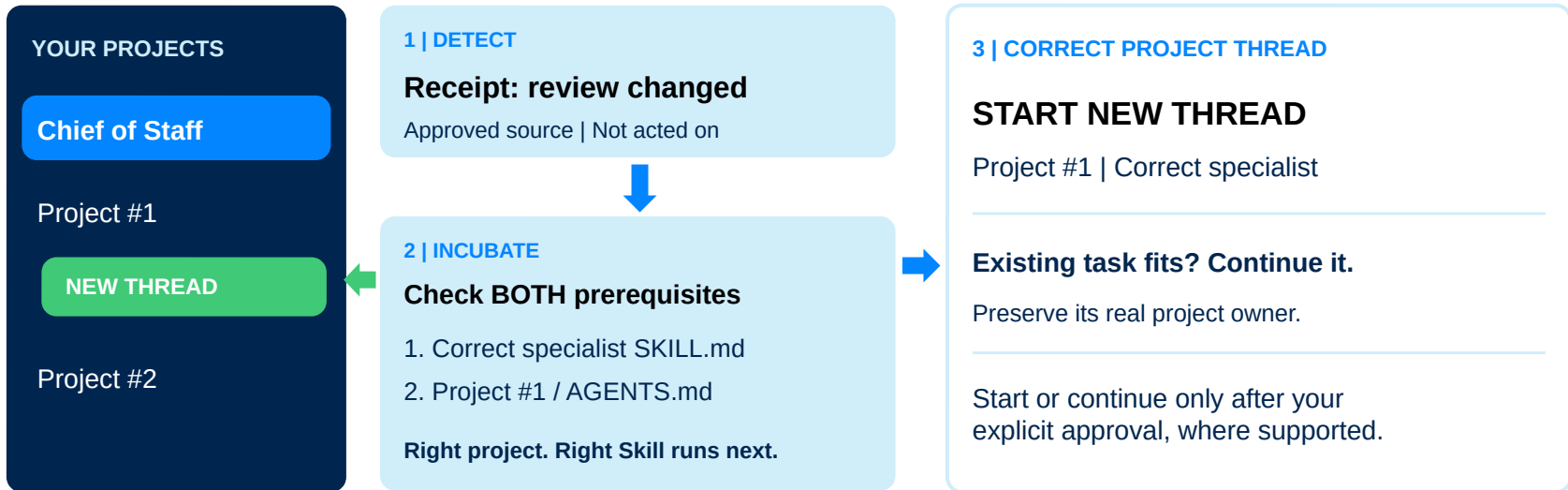
to the existing owner

REVIEW

before any action

Route work to the right project.

Detect leaves a receipt. Incubate checks the Skill and project instructions before any approved task.



Four roles keep your work moving.

Notice relevant changes, find the existing owner, coordinate safely, and learn.

1 | NOTICE

Detect

Find real commitments in your approved sources.

2 | ROUTE

Incubate

Find the existing owner; propose a next step.

3 | SUPPORT

Collaborate

Follow one active conversation for a limited time when asked.

4 | LEARN

Reflect

Review evidence and improve the next run.

Real Skill definitions and setup instructions: /START-HERE.md

Route your work to the right owner.

Fictional scenario: a commitment, a changed review, and an open decision surface.

YOUR COMMITMENT	You	Check approved notes; prepare your draft for review.
CHANGED REVIEW	Project owner	Find the existing workstream and surface what changed.
OPEN DECISION	Accountable lead	Summarize the decision; ask before contacting anyone.

Leave a receipt, not a surprise.

Know what changed, what needs you, and what still requires your approval.

EVERY BOUNDED RECEIPT

Source | owner | next step

Say what changed, what remains unknown, and what needs your review.

KEEP CONTROL EXPLICIT

No automatic sends

Ask before messaging, publishing, scheduling, changing access, or taking action.

Organize one fictional workday.

Spend fifteen minutes sorting your commitments, follow-ups, and decisions.

5 MIN

Name your sources

Name approved sources, projects, and human review gates.

7 MIN

Find your priorities

Detect fictional commitments and route each to its existing owner.

3 MIN

Write your receipt

Capture what changed, the next review, and any approval needed.

Copy this prompt to get started.

Adapt the fictional example to your approved sources and personal work.

Act as my personal Chief of Staff within a bounded scope. Use fictional examples and my approved sources to Detect commitments, Incubate each with its existing project owner, Collaborate by following one active conversation for a limited time only when I ask, and Reflect on completed receipts. Show what changed, the trusted source, accountable owner, my next step, and any approval needed. Do not send, publish, schedule, change access, or claim an unavailable capability.